



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**MEMORANDUM**

**TO:** All State Agencies, Boards, Commissions and Institutions of Higher Education

**ATTENTION:** Professional Consulting Services Contracting Staff

**FROM:** Joseph A. Giddis, Director  
State Procurement

**DATE:** October 4, 2002

**SUBJECT:** Review Committee Meeting October 2002

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**Please pass this memorandum to those staff personnel responsible for processing Professional Consulting Services contracts.**

The Review Committee held their monthly meeting October 2, 2002. The Committee did not review a number of contracts because no representative from the State agency or Institution of Higher Education was available at the meeting to answer members' questions. It is important that a knowledgeable individual is present at the Review Committee meeting to answer questions on the contract.

Please refer to the "Professional Consulting Services Contract Policy and Procedures FY 03" memorandum dated June 19, 2002 for guidance on various aspects of PCS contracting. There are several agencies not following the guidance. During our review of PCS contracts we are specifically looking for compliance with the guidance contained in that memorandum as well as compliance with other PCS laws, policy and regulations. You can find policy memorandums, laws and regulations on the OSP web site at <http://www.state.ar.us/dfa/purchasing/index.html> under the Professional Consulting Services "box".

Any new PCS contracts or amendments must be completed on the new form. The forms including instructions, are available on our web site. Item 22 on the new form requires a listing of other contractors or vendors submitting bid responses and the amount of each bid when the RFP, RFQ or Competitive Bid procurement method is used. Item 23 on the new form requires an agency point of contact, phone number and email address. The PCS contract number must be on the contract when the contracts are submitted to OSP. In item 13, Terms include extension language if the contract will be for more than 1 year. Without extension language contracts cannot be extended. Only send in the original and **1** copy of a contract or amendment. Construction contracts require the original and **2** copies.

At the September meeting we proposed changes to the PCS law bringing PCS contracts under the Procurement Law. At the October meeting we were asked to submit those changes to current statute in the form of a "bill" for the consideration of the members at the November meeting. Jerry Hester and Dudley Meadows are currently working on that project.

Sybil Davenport has joined the PCS contracting office. Her email is [sybil.davenport@dfa.state.ar.us](mailto:sybil.davenport@dfa.state.ar.us). she can be reached at 501-683-2616.